

House Cleaning

Made Easier!



House Cleaning Made Easier!

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A little time spent in looking ahead and planning can make house cleaning easier and usually more interesting.

Consider These Things When You Plan

What jobs need to be done? List them.
When should they be done? Make a schedule.
Plan the cleaning jobs to fit into the daily work.
Decide who will do each job.
Work out the best method for doing each job.
What tools and supplies will be needed?
Decide where the tools and supplies will be kept.
Plan for short rest periods.

Stagger Cleaning Tasks

Exhaustive cleaning jobs such as the time honored annual spring and fall house cleaning may be omitted by distributing or staggering special cleaning tasks over a period of time. For example, launder curtains when other work is light.

Let Equipment Be Your Helper

Good equipment kept in working condition makes house cleaning easier.

Brooms, mops, brushes and equipment used in sweeping, mopping, cleaning rugs, walls and woodwork should have handles long enough for one to work in a comfortable position.

A long-handled dust pan, mop wringer or a cellulose sponge mop with metal squeezer helps to eliminate bending and stooping.

A child's broom is handy for cleaning corners, hearths and other places that are difficult to clean with an ordinary broom.

A vacuum cleaner is a most convenient piece of equipment for cleaning walls, carpets, rugs and upholstering. Take advantage of the useful attachments for many of the cleaning jobs especially in reaching inaccessible places.



A long-handled dust pan will help to eliminate stooping.

A carpet sweeper is often handy for a quick brushup.

Other inexpensive simple tools are:

A whisk broom.

Paint brushes—several sizes.

Useful in cleaning screens, banisters, stair corners, wicker furniture, bed springs and between screens and window ledges.

A putty knife.

Scissors.

A galvanized iron or thin cardboard strip, 3" x 6", kept flush with the baseboard or

window frame will prevent paper from being soiled while cleaning woodwork.

A good, steady step ladder or step stool should be part of household equipment. It should be kept where it is convenient to use.

Use a Cleaning Kit or Basket

Many steps can be saved in keeping the house clean if cleaning supplies and small equipment are assembled in an open basket or box with a handle which can be carried easily from room to room. A wheel table is convenient for moving and holding cleaning supplies. Some of the articles you will find useful are:

Whisk broom or upholstery brush

Small brush

Treated dustcloths—for daily dusting

Soft clean cloth—for washing and drying woodwork

Cloths or cotton waste—for applying polishes and cleansers

Polishing cloth

Cellulose sponge—for washing woodwork and walls

Furniture polish or lemon oil

Wallpaper cleaner



A cleaning kit can be carried from room to room.



Steps can be saved by carrying cleaning supplies in an open basket.

Wax—liquid, self-polishing or paste

Mild scouring powder or whiting

Carbon tetrachloride

Household ammonia or glass cleaner

Newspapers, tissue, or soft paper

Paper bag—for collecting matches, ashes, and trash

Neutral soap or synthetic detergent

Many of these items may be omitted from the basket if you use attachments to a vacuum cleaner.

Store Cleaning Tools in Closet

Tools and cleaning supplies should be stored as near the place where they are to be used as possible.

Keep tools and supplies that are used together in the same place.

The size of the cleaning closet depends upon the articles to be stored.

Frequently it is convenient if there can be a closet for cleaning equipment and supplies near the kitchen—on a back porch or hall, for example. A place for such articles used in the living room might be provided in a nearby hall.

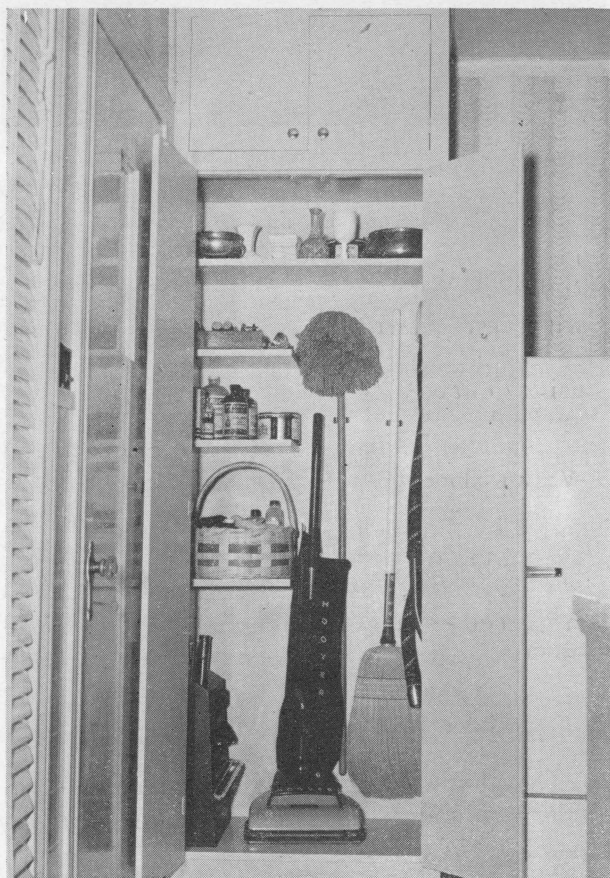
Place hooks or holders so that brooms, mops and brushes hang free of the floor.

Arrange all tools and supplies so that any article can be removed without first taking out something.

Provide shelf space for cleaning supplies and materials kept in cans, jars or other containers.

Two sets of less expensive items may be kept where they are used such as scouring powder in both the kitchen and bathroom, a separate set of cleaning equipment on each floor if you have a two-story house.

The habit of cleaning all tools and putting them back in place after each use will save



Every house needs a cleaning closet for storing tools and supplies. It should be readily accessible from other rooms where tools and supplies will be used.

much confusion and contribute toward smoother household operation.

The door of the cleaning closet should provide for ventilation. This may be done by means of slatted sections or by holes bored in the top and bottom sections of the door.

Make Dustless Dust Cloths

A soft piece of cloth that does not leave lint is suitable for a dust cloth. A treated dustless cloth gathers dust rather than scattering it.

Dustless dust cloths may be made by one of these methods:

1. Put the cloth in a tin container or jar in which a few drops of oil or wax have been spread. Cover tightly and leave overnight. The cloth will absorb just enough of the oil or wax to remove dust and polish at the same time.
2. Mix 1 tablespoon of kerosene with 1 quart of hot water. Dip squares of clean cloth into this solution, wring out, dry and store.
3. 1 quart of warm water
1 tablespoon of mild soap powder
1 tablespoon of household ammonia
2 tablespoons of boiled linseed oil
or a good furniture polish

Mix well and dip soft, cotton cloths into the solution. After a few minutes, squeeze out, dry and store.

Dust cloths treated should be stored in covered containers such as a glass jar or coffee can. Prepare several cloths at a time. Dust cloths must be kept clean. Wash them often. Treat cloths after each washing.

Use the Best Methods for Cleaning

Painted Surfaces

Always dust thoroughly before washing or cleaning.

Wash with a soft cloth or sponge using light suds of neutral soap or washing soda in clear warm water. Rinse well. Dry with soft cloths. Use upward strokes. Wash only a small area at a time. Soap jelly may be used instead of the light suds. It is made by dissolving 1 cup

neutral soap flakes or shaved bar soap and 4 cups boiling water.

Dissolve the soap flakes or bar soap in boiling water. When entirely dissolved, pour into wide mouth jars. Let it stand in a cool place until it jells.

For very soiled places this whiting paste may be used. Use 4 parts of fine whiting and 1 part of soap jelly.

Mix thoroughly and keep in a small jar. Apply with a soft cloth and rub lightly. Rinse thoroughly to remove the whiting.

Whiting is one of the finest scouring agents and can be purchased at paint, hardware or drug stores.

Some of the detergents on the market are satisfactory for washing dirty painted surfaces, especially those where a greasy film may have formed.

A Simple Mixture for Cleaning Woodwork or Light Painted Surfaces:

1 part kerosene oil to 1 part vinegar

Rub over the soiled area and wipe off with a dry cloth.

Varnished Surfaces

Dust frequently with a dustless dust cloth. Soiled varnished surfaces may be cleaned, using the following mixture which will polish and clean at the same time:

3 tablespoons of linseed oil
1 quart of hot water
1 tablespoon turpentine

Wring a cloth out of this mixture. Wash the woodwork or surface with it and wipe dry. Polish dry with a soft clean cloth. Protect neighboring walls with a heavy cardboard or metal strip with a straight edge. **CAUTION:** Do not heat this mixture as turpentine is flammable.

Papered Walls

Dust your papered walls frequently with a vacuum cleaner attachment, a soft brush or a broom covered with a soft cloth. Start at the top of the room and brush downward. If there are any cobwebs lift them off before beginning to dust the walls. Fresh grease spots may often be

removed to some extent by placing a clean blotter on the spot and pressing with a warm iron. Change blotters often. For further treatment and for more stubborn spots try these methods.

1. Make a thick paste of fuller's earth and carbon tetrachloride. Spread this mixture over the spot one-eighth inch thick. Leave it on the spot until thoroughly dry. Wipe off the dry powder with a cloth dampened with carbon tetrachloride. **CAUTION:** Use carbon tetrachloride in a ventilated room.
2. Make a paste of water and magnesia powder (powdered magnesium oxide which can be bought at drug stores). Apply the paste to the spot. Leave the paste to dry thoroughly for two or three days. Brush off the dry powder.

It may be necessary to repeat these treatments several times. In using either method you may avoid disappointments if you make a test on some inconspicuous place.

Clean Floors and Floor Coverings

Oiled Floor

Sweep with a soft brush or broom and dust with a dry mop. For a more thorough cleaning use a cloth wrung out of lukewarm neutral suds, follow with a cloth wrung out of clear water and wipe dry. After the floor has dried thoroughly, if needed another coating of oil may be applied using equal parts of turpentine and boiled linseed oil.

Waxed Floor

Dust with an untreated dust mop or cloth. Do not use oil on a waxed floor as it softens the wax. Soiled spots may be removed with a cloth moistened with turpentine, kerosene or a commercial cleaner. Renew the wax finish by applying a small amount of wax with a soft cloth or applicator. Allow the floor to dry and polish with the grain of the wood.

Linoleum

Dust with a dry mop or a vacuum cleaner. Clean thoroughly with a soft cloth or mop wrung dry out of warm soapy water. Rinse with cloth or mop wrung dry out of clean warm water.

Never use hot water and avoid a large amount of water, strong soap and cleaning agents.

Paste or liquid wax may be used as a protective finish on linoleum. It also makes cleaning easy.

Rubber and Asphalt Floor Covering

To clean rubber floor coverings use a soft untreated dust mop or cloth. Grease or soap spots should be wiped up at once as they soften rubber.

A mop moistened with clear, cold water may be used for a thorough cleaning.

Dry immediately.

Use only water-emulsion or self-polishing waxes on rubber floor coverings as the solvents in other waxes are injurious to rubber.

Clean Furniture

Furniture should be kept dusted with a soft dustless dust cloth. Furniture with an oil finish should be rubbed occasionally with oil and turpentine.

A waxed surface should have the old wax removed occasionally by using a soft cloth wrung out of turpentine. Re-wax and polish. Varnished, lacquered and painted furniture may be cleaned with a cloth wrung from a solution of neutral soap and warm water.

Follow by washing the surface with a cloth wrung from clean water. Rub dry with a clean dry cloth.

Varnished furniture may be cleaned by the mixture given for treating varnished surfaces.

Varnished or lacquered furniture that is excessively dirty may be cleaned by rubbing with a cloth dampened with carbon tetrachloride or turpentine. CAUTION: Use carbon tetrachloride in a ventilated room and do not use turpentine near a fire as it is flammable. Follow this by a vigorous polishing with wax and a clean cloth. Use only clean cloths for cleaning and polishing furniture.

Do not use a polish containing alcohol or benzene on furniture with a lacquered finish. Polishes containing abrasives should be avoided for all finishes.

Furniture Wax may be made as follows:

1/2 pound of beeswax.

1 pint of turpentine.

Boiled linseed oil.

Melt the beeswax (pure, no paraffin) in a double boiler. Remove from heat. When slightly cool stir in turpentine. Stir the beeswax and turpentine until it is like a thick batter.

Add a little boiled linseed oil to make the wax resistant to water. Put in a jar for use as needed. CAUTION: Do not use turpentine near a fire as it is flammable.

Furniture Polish

This mixture cleans as well as polishes. It is good not only for oil finished furniture but can be used satisfactorily upon shellacked, varnished or lacquered surfaces.

1 part linseed oil.

2 parts turpentine.

1/2 ounce of beeswax.

Melt the wax in a double boiler. Remove from heat. Stir in turpentine and boiled linseed oil with wooden spoon. CAUTION: Do not use turpentine near a fire as it is flammable.

White Spots

These spots can be caused by standing water, hot dishes or alcohol. They may sometimes be removed by wiping the surface with a cloth wrung from water to which you have added a little ammonia. If the spots are slight a simple remedy is to rub the spot with camphorated oil or oil of peppermint. Or they may disappear when the surface of the furniture is washed with a mixture of 1 quart of warm water, 3 tablespoons of boiled linseed oil and 1 tablespoon of turpentine; then dry with a soft cloth and rub with furniture polish.

For more severe white spots—those that are old or very deep—an abrasive may be needed as well as oil. One mixture that may be used for removing them is salt and salad oil. Dip the finger in oil, then in salt, and rub. Repeat until the spot disappears. Then dry and polish. A paste made of powdered pumice or rotten stone and linseed oil may be rubbed over the spot with a soft cloth until the spot disappears. If required rubbing removes surface finish, the rubbed area may need refinishing.

Use Dry Suds for Cleaning

Dry suds are useful in a number of cleaning tasks—especially upholstered furniture when you want to clean the covering without removing it.

To make dry suds, dissolve $\frac{1}{2}$ cup neutral soap—flakes, beads, chips or a bar shaved in small pieces—in 1 quart of hot, soft water. If the water is hard, more soap will be needed to make a stiff suds. When the soap solution has jellied, beat it with an egg beater until you have a dry lather.

Shampooing Upholstery

Soiled upholstery of tapestry, demin, rep and frieze may be cleaned by shampooing with dry suds. A day should be chosen when the fabric to be cleaned can be dried out of doors. Before applying the suds it is most important to remove all dust from the upholstery with a vacuum cleaner or whisk broom. Apply the lather to an inconspicuous spot to test the material for color fastness. Then apply the dry suds to a small area at a time with a soft brush or cloth. Use a light circular motion. Do not rub the lather into the material.

Scrape off the soiled suds with a spatula or dull knife. Rinse with a circular motion using an absorbent cloth or sponge that has been wrung dry from clear lukewarm water. Rinse a second time in the same way. Thorough rinsing is necessary to make sure that no soap remains in the material. Use as little water as possible and be sure that it does not soak through the cover.

Work quickly. Change rinse water whenever it becomes soiled. Wipe the fabric thoroughly with a dry absorbent cloth, using finishing strokes in the direction of the pile or weave. Repeat this process in another small area slightly overlapping the one previously treated.

When the entire cover has been shampooed, wipe it thoroughly with a clean cloth. Place the furniture in an airy place to dry but keep it out of the direct sun. If the fabric has a pile, like mohair for example, brush it while damp in the direction of the pile. After it is thoroughly dry, you may brush it against the pile.

If some grease spots were not removed with the shampoo, clean the spots when the fabric has dried by rubbing lightly with carbon tetrachloride. CAUTION: Use carbon tetrachloride

in a ventilated room. Work from the outside toward the center of the spot.

Leather Covered Furniture

Leather covered furniture can be washed with suds in much the same way as other fabrics. When dry, if the surface appears dull, polish it with a bit of neat's-foot oil or clear shoe paste. Never use furniture polish or oils on the leather as they may cause stickiness. Some carpets and rugs can also be cleaned with dry suds following the same method given above for shampooing upholstered furniture.

Clean Windows and Mirrors

To clean windows and mirrors, first remove the surface dust with tissue or soft paper; then wash with a clean soft lintless cloth or sponge wrung out of clear warm water. If your windows are very soiled try one of the following solutions:

- 1 T ammonia to 1 quart of warm water
- 3 T denatured alcohol (poison) to 1 quart of warm water
- 1 T kerosene to 2 quarts of warm water
- 2 T vinegar to 1 quart of warm water

Wipe with a clean, soft, dry cloth; a clean damp chamois makes windows clean easily. Avoid spilling ammonia or alcohol solutions on painted, enameled or varnished woodwork, as they may injure the finish.

When you clean windows avoid working in the direct sunlight. This causes them to dry too fast and leaves a streaked effect. Ordinarily mirrors can be kept clean by frequent dusting. When necessary they can be cleaned by the same methods suggested for very soiled window panes. Be very careful to keep any water from reaching the back of the mirror as water will damage the quicksilver.

To remove water stains which sometimes occur in glass pitchers, water bottles and on other glass articles use one cup of vinegar in which you have dissolved $\frac{1}{4}$ cup of coarse salt.

Clean Venetian Blinds

If you will keep the slats of venetian blinds well waxed with paste or liquid wax it will protect them and make them easier to clean.

Blinds can be kept in good condition longer and with less work if they are dusted often. The

slats of the blinds can be dusted thoroughly with the vacuum cleaner attachment or a soft brush. A wool brush is a good tool for this job.

A simple method which may be used in dusting venetian blinds is to wear a pair of light weight canvas gloves and slide your gloved fingers along several slats at a time. The tapes of the ventian blinds may be cleaned with the vacuum cleaner attachment and sponged with carbon tetrachloride or dry suds as suggested for shampooing upholstered furniture.

It is not recommended that you soak venetian blinds in water. Cotton tapes may shrink and the finish on the slats is apt to loosen.

Clean Porcelain Enamel

Sink, Bathtub and Wash Bowl

The finish on sinks, bathtubs and wash basins is porcelain enamel as a rule. The surface is glass and precautions should be taken to avoid chipping. Furthermore, if harsh scouring powders are used the finish will be scratched.

Ordinary day by day care of this equipment is washing with hot soapy water, rinsing and drying. If you need a scouring agent the finest powdered whiting may be used. A mixture of four parts of whiting and one part of soap jelly may be kept on hand as part of your cleaning supply. This will not injure most surfaces.

Stains on porcelain enamel may be removed with a stiff paste made of whiting mixed with kerosene or ammonia. Wash with soapy water and rinse well.

Two tablespoons of kerosene added to one cup of soap jelly just before it becomes thick is a good cleaner to use for cleaning sinks, bathtubs and lavatories.

Another cleaner for porcelain enamel is a paste made of $\frac{1}{4}$ cup of kerosene and 1 cup of soda. Apply with a cloth.

Iron Rust Stains

Rust spots may be removed in some cases with lemon juice. Rinse thoroughly. For more stubborn stains try a weak solution of oxalic



A wheel table is convenient for moving and holding cleaning supplies.

acid—1 teaspoon of oxalic acid in 1 cup of hot water. Rinse immediately with ammonia solution. Then rinse well with water. CAUTION: Oxalic acid is poisonous and should be handled carefully. Label it "poison" and keep it out of reach of children.

Fixtures

To clean nickle fixtures, make a cream paste by mixing water and whiting. Rub the fixtures with the paste. Wash with soapy water. Rinse and wipe dry. To clean chromium fixtures, wash with hot soapy water to remove all traces of grease. Rinse with water and wipe dry. Vinegar or lemon juice may be used to remove the green corrosion which sometimes forms on pipes.